

**Personnel-General**

**Active Guard/Reserve (AGR) Leave and Pass Program**

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**Summary.** This pamphlet provides procedures and guidance for AGR soldiers to obtain leave and pass privileges. It defines the responsibilities of the commander, AGR supervisor and the individual soldier.

**Applicability.** This pamphlet applies to all elements and organizations of the MTARNG with required AGR positions.

**Suggested Improvements.** The proponent agency of this pamphlet is the Human Resources Office, Department of Military Affairs, State of Montana. Users are invited to send comments and suggested improvements to Department of Military Affairs, ATTN: HRO-A, PO Box 4789, Helena, MT 59604-4789.

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**1. Purpose.** This pamphlet provides procedures and guidance for the management of AGR leave and pass program within the MTARNG.

**2. References.** Required and related publications are listed below:

- a. AR 600-8-10, Leaves and Passes
- b. NGR 600-5, The Active Guard/Reserve (AGR) Program

**3. Explanation of Abbreviations and Terms.** Abbreviations and special terms used in this pamphlet are explained herein or in the references listed in 2 above.

**4. Regulatory Authority.** Paragraph 3-6, NGR 600-5.

**5. Responsibilities.** The Human Resource Officer (HRO) has overall staff responsibility for administering and managing the leave and pass program for the Montana Army National Guard AGR work force.

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\*This Pamphlet supersedes DMAMT Reg 600-6, 01 October 1992.

## **6. Annual Leave.**

a. Annual leave will be administered in accordance with AR 600-8-10, NGR 600-5 and this pamphlet. AGR personnel and supervisors of AGR personnel will become familiar with these regulations. DA Form 31, Request and Authority for Leave will be used to request and approve authorized leave.

(1) Soldiers are responsible for verifying their current leave balance from their latest Leave and Earnings Statement (LES). They will report errors on their LES's immediately to HRO-A. Leave taken the preceding month is usually not reflected on the current LES.

(2) Soldiers with approved leave will ensure they understand and comply with applicable instructions on the DA Form 31.

(3) Leave will be granted only upon the request of the soldier. Soldiers who then refuse to take leave when the opportunity is afforded to them on the annual leave program, will be counseled by the approving authority. They will be cautioned that such refusal may result in loss of earned leave at a later date.

(4) Immediate supervisors will recommend approval or denial of a leave request. When a request is denied by the supervisor or approving official, the reason will be provided on the leave request form (DA Form 31) and returned to the individual soldier.

b. Cash reimbursement of accrued leave: unused accrued leave not to exceed 60 days per military career, may be cashed in upon extension of a new AGR tour, separation from the AGR program, or upon retirement.

c. Annual leave limitation: Accrued leave may exceed 60 total days during any given fiscal year, however, unused leave in excess of 60 days at the end of a fiscal year will be administratively deleted and irrevocably lost.

### **d. Commencement and Termination of Leave:**

(1) Leave begins and ends in the local area (defined as the place of residence or home from which the individual commutes to and from work each day). Soldiers must be physically present in the local area when they begin and end their leave. Soldiers who take one day of leave in conjunction with a weekend and depart the local area for the entire three day period are absent without leave (AWOL). Similarly, members who depart the local area on Friday and return on the following Sunday (one week later) must be charged with nine days of leave, in accordance with AR 600-8-10, para 5-27h.

(2) Regardless of the amount of leave authorized, leave will be charged on the actual date of departure on leave and the actual date of return from leave.

(3) The date of departure is the first day of leave. If the member performs duty for at least one-half (1/2) of the normal working hours on the day of departure, an entry will be made on the leave form and the next day will be charged as the first day of leave.

(4) The date of return is the last day of leave. If the member performs duty for at least one-half (1/2) of the normal working hours on the date of return, the preceding day will be the last day of chargeable leave and an entry will be made on the leave form.

(5) Periods of leave and regular pass may be combined. However soldiers will be at their place of duty or in the local area at the beginning and ending of the leave or pass.

(6) Normal off duty time (regular pass), such as weekends and holidays, which occur during an authorized period of leave, is chargeable as leave. Successive Monday through Friday leaves, not including the weekends and holidays, will not be approved except under emergency or unusual circumstances and requires approval of the Chief of Staff. Should sequential leave separated by normal off duty periods be approved, the individual's supervisor will make sure the individual is in the local area during the periods between periods of leave.

Example: Soldier takes leave Monday thru Friday of week one and Monday thru Friday of week 2. Unless you are on leave the Saturday and Sunday between week 1 and week 2 you must be in the local area. If you are not in the local area on Saturday and Sunday you must be on leave Monday of week 1 thru Friday of week 2.

(7) Leave and special passes will not be combined.

e. Leave Approving Authority: Leave approving authorities are required to establish an annual leave program designed to provide maximum opportunity for all members to take leave (reference AR 600-8-10, paragraph 2-2). They will encourage and assist all members to use, on the average, their entire 30 days of leave each year. To obtain maximum benefit, the annual leave program will normally provide the opportunity to take a leave period of 14 consecutive days or longer each year. Leave approving authorities are responsible to insure leave requests, other absences and pass authorizations are processed in accordance with established policy and procedures.

(1) Designation of Leave Approving Authorities:

- (a) Chief of Staff or Designated Representative
- (b) Staff Directorate or Designated Representative
- (c) OIC for Troop Command
- (d) OIC at Battalion Level

(2) Instructions for completing the DA Form 31 are contained in AR 600-8-10, figure 12-1.

(a) Upon approval. A leave control number must be obtained by calling HRO-A. The number given will be entered in block #1 of the DA Form 31. The control number must be entered without error; corrections are not allowed in this block.

(b) Leave control numbers will be requested prior to the start date of the leave.

(c) Leave control number will not be requested over 15 days prior to the effective date of leave.

(d) When an extension of leave is granted, item 15 of DA Form 31 will be completed. Refer to AR 600-8-10, paragraphs 10-7, 12-35, and 12-36.

**7. Passes.** Passes will be administered in accordance with AR 600-8-10 and this pamphlet. A pass is a privilege awarded to deserving individuals. Individuals may be denied the privilege either as a result of their conduct or due to operational requirements. The granting of passes for periods of duty is not authorized when personnel are required to be physically present with unit of assignment (IDT, AT, Special projects and exercises). Compensatory time off for such duty is not authorized.

a. Regular Pass: A regular pass is defined for this purpose as the soldier's normal non duty days (Saturday, Sunday, and official holidays). This is a period when the soldier is normally not required to be physically present for duty. A regular pass will not exceed 3 days in length except as for public holiday weekends and public holiday periods specifically extended by the President.

b. **Special Pass:** A special pass may be granted to individuals for special recognition for exceptional performance of duty, such as Soldier of the Month or Year; outstanding inspection results; attendance at spiritual retreats or for observance of major religious events requiring the member to be continuously absent from work or duty; alleviating personal problems incident to military service; other reasons as provided in AR 600-8-10, paragraph 5-29. Special pass approving authority is the same as the leave approving authority.

(1) Special 3- day pass starts at the end of normal duty hours and terminates at the start of normal duty hours on the 4th day.

(2) Special 4 -day pass starts at the end of normal duty hours and terminates at the start of normal duty hours on the 5th day. A 4 -day pass must include at least 2 consecutive nonduty days.

(3) Special passes may not be combined with a regular pass, another special pass, or with leave. For example, a soldier may not depart Billings, MT on a regular pass starting Friday after work and then begin a 3-day special pass on Monday and return to duty Thursday morning without first returning to place of duty or residence on Sunday.

**8. Public Holidays.** Leave approving authorities will provide for observance of federal holidays. When the holiday falls on a Saturday, observe the holiday on the preceding Friday. When the holiday falls on a Sunday, observe the holiday the following Monday. Holidays are charged as leave if they fall on or within the effective days of leave.

**9. Other Absence.** Illness: Supervisors may excuse an AGR from duty for reason of illness for period of up to three (3) days. Absences in excess of three (3) days or when the Supervisor suspects abuse of this provision, the individual will provide supporting documentation from a Military Treatment Facility (MTF) or civilian doctor as appropriate. Absences longer than three (3) days due to illness requires placing the soldier on Convalescent Leave. Convalescent Leave will be processed in accordance with AR 600-8-10, paragraph 5-7. The approving authority for Convalescent Leave is the same as the approving authority for Ordinary Leave.

#### **10. Permissive TDY.**

a. Permissive TDY, formerly called administrative absence, is performed at no expense to the Government. Permissive TDY will be processed in accordance with AR 600-8-10, paragraphs 5-31 through 5-34. Leave approving authorities are also the approving authority for Permissive TDY.

b. A period of authorized absence, not chargeable to leave, to attend or participate in activities determined to be in the best interest and sanctioned by the Montana Army National Guard and must be approved by Commander/Supervisor in the grade of Lieutenant Colonel or higher. Such activities may include participation at Montana or National Officer and Enlisted Association Conferences. All travel expenses to include lodging and rations is the responsibility of the soldier.

**11. Transition Leave.** Transition Leave formerly called Terminal Leave will not exceed the members accrued leave and any leave that is earned while on Transition Leave. Reference AR 600-8-10, paragraph 12-17 and 12-18.

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